



NATIONAL  
ARCHIVES

July 17, 2017

Ms. Beatriz Collazo  
Records Officer  
American Battle Monuments Commission  
2300 Clarendon Boulevard, Ste 500  
Arlington VA 22201-3367

Dear Ms. Collazo:

The National Archives and Records Administration (NARA) received your report of unauthorized disposition of American Battle Monuments Commission (ABMC) records. The July 6, 2017 letter describes the circumstances and corrective actions needed to prevent further unauthorized disposition and unlawful removal of ABMC records as well as the non-capture of senior agency officials emails.

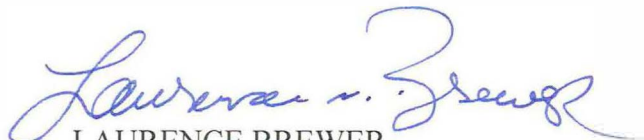
We appreciate receiving the report from ABMC. However, the report does not sufficiently describe the contents, volume, and dates associated with the lost records. Additionally, the report does not identify whether or not any actions were taken to salvage, retrieve, or reconstruct the lost Federal records.

In accordance with 36 CFR 1230.16(b), NARA is requesting that ABMC provide us with a response within 30 calendar days describing the contents, volume and dates, if known, of (1) the erroneously disposed records, (2) the records taken home by ABMC staff and (3) the emails from the personal email accounts of agency commissioners. *This* report should also identify any action taken to salvage, retrieve, or reconstruct the lost Federal records.

Finally, the report should also include the specific dates when ABMC completed the actions outlined in sections 1-5 of your letter and follow-up reports should give dates of when each effort in section 6 of your letter is completed or at least a plan that reflects the proposed dates of completion.

Thank you for your cooperation. If you have any questions, please contact Andrea Noel, Senior Records Analyst, at 301-837-3564 or by email at [andrea.noel@nara.gov](mailto:andrea.noel@nara.gov).

Sincerely,

A handwritten signature in blue ink that reads "Laurence Brewer". The signature is written in a cursive style with a large, looping initial "L".

LAURENCE BREWER  
Chief Records Officer  
for the U.S. Government



Office of the Chief  
Records Officer for the  
U.S. Government

***Sent Via Email. No Hard Copy to Follow.***

September 10, 2021

Mr. Edward Dukes  
Agency Records Officer  
2300 Clarendon Boulevard  
Suite 500  
Arlington, VA 22201-3367  
dukese@abmc.gov

Dear Mr. Dukes,

The National Archives and Records Administration (NARA) received your report dated August 26, 2021, in response to the accidental destruction and potential unauthorized disposition of American Battle Monuments Commission (ABMC) records.

Your report indicates that you have investigated, and can confirm that the paper records belonging to the Office of Finance, that were initially thought to have been destroyed in error, were in fact eligible for destruction based on the General Records Schedule (GRS). Thus, no records were erroneously destroyed. Additionally, since the opening of this unauthorized disposition case in 2017, ABMC has established several records management (RM) controls and completed numerous corrective actions to mitigate the potential risk of the unauthorized disposition of agency records, including the capture emails of senior agency officials.

Considering the ABMC's recent participation in a NARA's RM program inspection, and based on the information provided in your report, ABMC has satisfied the requirements of 36 CFR 1230.14(a) and this matter is now closed. If you have any concerns, please contact me at [laurence.brewer@nara.gov](mailto:laurence.brewer@nara.gov).

Sincerely,

LAURENCE BREWER  
Chief Records Officer  
for the U.S. Government